

ASSISTANT DIRECTOR OF WATER DISTRICT

DEFINITION

Under general direction of the Director of Water District, assists in directing, managing, administering, supervising and coordinating assigned administrative services, operations, and activities within the Water Department; provides highly responsible and complex administrative support to the Director of Water District; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This is a position reporting to and receiving administrative direction from the Director of Water District, and may assume primary responsibility for the Water Department in the Director's absence. Incumbent is responsible for the administrative and operational functions of the Department. Incumbent assumes a higher degree of accountability for the broad range of responsibility and the latitude for independent judgment and initiative, while following the City's policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director of Water District in management responsibility for services and activities of the Water Department, including general administrative and operational functions, budget development and monitoring, water and water rights purchases, capital and infrastructure administration, warehousing and forecasting; develops and implements policies, procedures, and controls to ensure compliance with laws, regulations, department policies, and generally accepted practices and procedures; selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; participates in the forecast of funds needed for staffing, equipment, materials, supplies, and capital and infrastructure improvements; monitors and approves expenditures; prepares, reviews and evaluates a variety of operational reports and statements, including budget and statistical variances; performs rate and revenue analysis, ensuring all costs and expenditures are accounted for; ensures records and other types of documentation are properly maintained; may participate on a variety of committees; prepares and presents staff reports and other necessary correspondence; represents the Water Department to other departments, elected officials, and agencies; coordinates assigned activities with those of other departments, agencies, and organizations; may attend and participate in professional group meetings; stays apprised of new trends and innovations in the field of retail water service; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Bachelor's degree from an accredited college or university in Engineering, Public Administration, Business Administration, Accounting, Finance, or closely related field, and five years of progressive professional experience, which included at least two years in a local government agency, and one year in a supervisory capacity.

ASSISTANT DIRECTOR OF WATER DISTRICT

Page 2

Knowledge & Abilities - Knowledge of: Water department administration, operations, services, and activities; principles and practices of local government budgeting; rules, regulations, policies and procedures governing public water departments; pertinent Federal, State, and local codes, laws, and regulations; methods and techniques of water procurement and operations; computerized support systems; principles and practices of program development and administration, rate analysis, cost nexus studies, and revenue sufficiency; supervisory and management practices, training, and performance evaluations; modern office procedures, methods and equipment; work planning; and scheduling and purchasing and warehousing functions. **Ability to:** Assist in the management of a comprehensive administrative services program; maintain records and prepare reports; plan, supervise, and direct the department operations; participate in the development and administration of goals, objectives, and procedures; develop, analyze, interpret, and explain administrative and operational policies and procedures; select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; perform administrative duties involving the use of independent judgment, discretion, and confidentiality; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; handle multiple priorities; provide timely and courteous customer service; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Must possess a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an indoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED: _____



PERSONNEL OFFICER

DATE: June 22, 2010

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/jobdescriptions (Final)/WaterDistrict/Assistant Director of Water District/12-12-07/5/20/09/6/22/10 sdb